

**MINUTES OF THE REGULAR MEETING
OF THE COMMISSIONERS OF THE
NASHUA HOUSING AUTHORITY HELD
FEBRUARY 20, 2015**

The Commissioners of the Nashua Housing Authority (NHA) held its regular meeting at the office of the Nashua Housing Authority, 40 East Pearl Street, First Floor, Nashua, New Hampshire, at 8:30 a.m. on Friday, February 20, 2015. Chairperson James Tollner called the meeting to order, and the Recording Secretary called the roll at approximately 8:35 a.m. with the following responses:

Present

James Tollner
Eric Wilson
Paul Deschenes
Thomas Monahan
Mariellen MacKay

Absent

The following persons were also present: Lori Wilshire, Alderman-at Large, Aldermanic Liaison; Lynn Lombardi, Executive Director; Scott Costa, Assistant Executive Director; Lisa Cox, Section 8 Program Manager; Cary Soto, Finance Manager; Andrea Reed-Lenane, Property Manager; James Floras, Property Manager; Sheila Galligan, Recording Secretary.

MINUTES:

The Chairperson entertained a motion to waive the reading of the Authority's January 23, 2015 regular and nonpublic meeting minutes, to accept them, and place them on file. Mr. Wilson made the motion, and Mr. Monahan seconded the motion. The Chairperson asked if there were any comments, additions/deletions, corrections, or discussion. There being none, the motion carried unanimously.

COMMUNICATIONS:

The Chairperson entertained a motion to waive the reading of the Communications, accept them, and place them on file. Mr. Monahan made the motion, and Mr. Deschenes seconded the motion. The Communications were as follows: Monthly Operational Reports – February 2015 – consisting of Public Housing and Section 8 Waiting List Report; Vacancy Report; Vacancy Report Compilation Sheet; Work Order Report; Rent Collections Report; Section Eight Management Assessment Program (SEMAP) for Fiscal Year Ending September 30, 2014; PHADA Annual Conference brochure.

Mr. Monahan congratulated staff on the successful SEMAP designation, and the remaining Board members also thanked staff.

Mr. Deschenes questioned the Rent Collections Report regarding Flagstone Drive and the amount of \$7,000 owed. Ms. Lombardi explained the Forge/Flagstone Drive development shows a credit at this time, and residents have overpaid their rents by over \$400.

EXECUTIVE DIRECTOR'S REPORT:

President Obama released his budget proposal for FY 2016 on February 2, 2015. The proposal provides \$49.3 billion for HUD programs, including an increase of \$4 billion (8.7 percent) over the FY 2015 enacted funding levels.

The budget proposes a boost in funding for Section 8 Tenant-Based Rental Assistance to \$21.123 billion, an increase of \$1.82 billion over FY 2015. The budget would provide \$18.334 billion for Housing Assistance Payment (HAP) renewals, which would result in an increase of \$848 million from the FY 2015 enacted level of \$17.485 billion. This funding level would be sufficient to provide all Public Housing Authorities (PHA) with at least 100 percent of their HAP eligibility. The FY 2016 budget also proposes \$2.02 billion for ongoing Section 8 Administrative Fees. This would provide PHAs with 90 percent (from the current 68 percent) of their Administrative Fee eligibility. The budget proposes the authority to HUD to offset PHAs' CY 2016 allocations based on their excess Net Restricted Assets (NRA), in order to reduce renewal funding prorations. The budget does not identify the percentage of reserves that could be considered excess, nor does it contain a limit to the potential offset amount. The last time NHA received an offset to its reserves was in 2012, which equaled one month of the NHA's 2012 HAP budget authority eligibility.

The budget proposes \$4.6 billion to support the operation and management of public housing. This would be an increase of \$160 million from the FY 2015 appropriation. However, this request represents an 86 percent proration of a PHAs eligibility. The President's budget proposes \$1.97 billion for the Capital Fund, which HUD indicates is sufficient to meet only "53 percent of the recommended annually accrued need" for capital improvements.

Ms. Lombardi was pleased to report to the Board the NHA has been designated a "High Performer" through the Section 8 Management Assessment Program for fiscal year ending September 30, 2014. She congratulated Lisa Cox and her staff on a job well done!

The NHA has received its FY 2015 Capital Fund Program (CFP) Annual Contributions Contract (ACC) in the amount of \$765,390. This is an increase of \$14,483 over the FY 2014 Capital Fund Program. A Resolution will be presented to the Board at the February 20, 2015 meeting with planned work items for approval. Unfortunately, HUD did not release this email to PHAs until February 12, 2015, leaving the NHA insufficient time to prepare the paperwork to be included in the packets delivered February 13, 2015.

NHA staff and contractors have been busy removing snow from parking lots, walkways and roofs. This has been an ongoing and very time-consuming project for staff and contractors. The preventative roof work has resulted in no major roof issues at any NHA developments.

NHA, through its attorney, has issued a letter to Concentric Security Resources, LLC, with the demands to install the contract specified cabling and make reimbursement to the NHA on all monies spent to correct the issues with the keyless entry systems.

NHA has submitted an Environmental Review request to the City of Nashua for the disposition proposal for 27 Burke Street. Once this is completed, it will be sent to HUD for approval.

The Chairperson asked if there were any questions, comments, additions/deletions, corrections, or discussion. Ms. MacKay questioned the acronyms included in the Executive Director's Report. Ms. Lombardi explained that PHA is Public Housing Authority, HAP is Housing Assistance Payment related to the Section 8 Program, and ACC is Annual Contributions Contract relative to funding disbursements to a housing authority through HUD.

Mr. Wilson made a suggestion that in lieu of any payment made to the NHA for the transfer of the land to Etchstone, that perhaps Etchstone makes a charitable contribution toward a scholarship or something of that nature. Mr. Wilson also indicated that he would like to see Etchstone incur the Authority's legal fees as a result of the land transfer.

Mr. Monahan pointed out that within the Executive Director's Report, the 1.97 million should read billion for the Capital Fund Program. Mr. Tollner also indicated the change of 2015 within the SEMAP paragraph to 2014. Ms. Lombardi agreed and indicated the change would be made in the minutes of the meeting.

The Chairperson entertained a motion to accept the Executive Director's Report. Mr. Wilson made the motion, and Mr. Deschenes seconded the motion. The Chairperson asked if there were any further comments, additions/deletions, corrections or discussion. There being none, the motion carried unanimously.

NEW BUSINESS:

**RESOLUTION NO. 15-2257
BY THE NASHUA HOUSING AUTHORITY
APPROVING AMENDMENT TO ANNUAL CONTRIBUTIONS
CONTRACT (ACC) TO INCLUDE CAPITAL FUND
PROGRAM (CFP) NH36P00250115 FOR \$765,390 FOR
FISCAL YEAR ENDING SEPTEMBER 30, 2015**

The Chairperson entertained a motion to approve **Resolution No. 15-2257**. Mr. Monahan made the motion to accept, and Mr. Wilson seconded the motion. The Chairperson asked if there was any discussion. Mr. Tollner asked if there were any drastic changes with the numbers for contingency, operations, and management improvements, or if these figures are in line with what we would typically include for budget numbers. Ms. Lombardi explained that at times the management improvement total will be increased if there is a need for new software or computers for the NHA, and salaries are increased by two percent annually.

The Chairperson asked if there was any further discussion. There being no discussion, the Recording Secretary called the roll with the following responses:

AYES

Mariellen MacKay
Thomas Monahan
Paul Deschenes
Eric Wilson
James Tollner

NAYS

Motion carried unanimously.

BILLS/INVESTMENTS:

The Chairperson called for a motion to pay the bills as listed on the Cash Disbursement List - check numbers 53561 through 53672 and from the Supplemental Cash Disbursement List – check numbers 53673 through 53702 and from the Park View Apartments Cash Disbursement List – check numbers 4848 through 4866, and to approve the Investments as listed. Mr. Monahan made the motion to pay the bills and leave investments in place and Mr. Deschenes seconded. The Chairperson asked if there was any discussion. Mr. Wilson indicated that regarding the Nationwide Call Center costs for answering services, he believes the monthly cost was high. He suggested NHA look into a voice mail system that would route calls to a cell phone. Mr. Tollner indicated that NHA should first look into the total calls coming in to the answering service by residents. Ms. Lombardi indicated NHA would gather the data for the Board. Mr. Wilson suggested that the calls be forwarded directly to the manager on call as a solution to the monthly costs for an answering service, and residents could leave non-emergency calls for service on a voice mail system, while emergency calls could be routed to an on-call manager. Mr. Tollner recommended NHA look further into this and report findings back to the Board of Commissioners.

The Chairperson asked if there were any further questions or concerns. There being none, the motion carried unanimously.

COMMISSIONERS' COMMENTS:

Mr. Tollner asked if there could be a brief discussion regarding Girls Incorporated. Mr. Monahan indicated that he had received a call from Maurice Arel from the Girls Incorporated Board. He mentioned that Girls Incorporated's fundraising efforts were moving along more quickly than expected, and that the disposition process would need to be fast-tracked and monitored closely.

The Chairperson asked if there were any further comments. Ms. Wilshire mentioned that Girls Incorporated had received Community Development Block Grant (CDBG) monies from the City of Nashua and questioned what would happen if HUD does not release that building through a disposition request. Mr. Wilson indicated that NHA would consider doing a long-term bankable lease with Girls Incorporated.

Mr. Deschenes stated that he discussed with Mr. Costa concerns about two sidewalk areas at Sullivan Terrace North and Sullivan Terrace South prohibiting access due to the snow accumulation in those areas. Mr. Costa informed the Board his plan is to reach out to the abutters to request these areas be cleared of snow.

PUBLIC COMMENT:

None.

ANY OTHER BUSINESS WHICH MAY COME BEFORE THE BOARD:

None.

NONPUBLIC SESSION:

The Chairperson entertained motion to enter Nonpublic Session at 9:00 a.m. to discuss NHA matters.

AYES	NAYS
Mariellen MacKay	
Thomas Monahan	
Paul Deschenes	
Eric Wilson	
James Tollner	

Motion carried unanimously, and Nonpublic Session began at 9:01 a.m.

At 9:18 a.m., the Chairperson entertained a motion to rise from Nonpublic Session. Mr. Tollner made the motion, and Mr. Wilson seconded the motion. The Recording Secretary called the roll with the following responses:

AYES	NAYS
Mariellen MacKay	
Thomas Monahan	
Paul Deschenes	
Eric Wilson	
James Tollner	

Motion carried unanimously, and Nonpublic Session ended at 9:20 a.m.

ADJOURNMENT:

The Chairperson entertained a motion to adjourn. Mr. Tollner moved to adjourn, and Mr. Deschenes seconded the motion. Motion carried. The meeting adjourned at approximately 9:22 a.m.

Respectfully submitted,

Lynn M. Lombardi

Lynn M. Lombardi

Executive Director / Acting Recording Secretary